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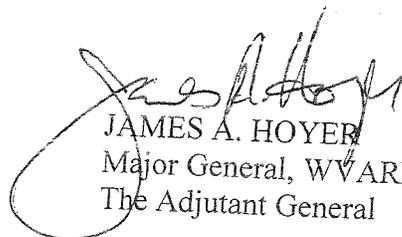
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MEMORANDUM FOR SEE DISTRIBUTION

APR 20 2011

SUBJECT: Prevention of Sexual Harassment Policy Letter

1. This policy supersedes all previous Prevention of Sexual Harassment memoranda and is effective until rescinded.
2. Sexual harassment will not be tolerated within the West Virginia National Guard. All personnel have the right to work in an environment of mutual respect, free from sexual harassment. The West Virginia National Guard leadership is committed to ensure the individual dignity of its members by preventing all forms of sexual harassment in the workplace.
3. Sexual harassment is a form of gender discrimination resulting from actions that constitute unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
4. Commanders and supervisors must ensure all individuals are informed of their rights and responsibilities in regard to sexual harassment annually. Individuals who encounter sexual harassment must know they can get immediate assistance by following our complaint procedures. Individuals may contact Lt Col Kenneth Hale at 304-561-6430 for assistance. All complaints will be properly investigated and appropriate action will be taken to ensure the West Virginia National Guard is a productive and friendly work environment for all employees.


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